

Bulletin Number	20804BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Parks and Recreation
Position Title	CREW INSTRUCTOR
Exam Number	D8595J
Filing Type	Standard
Filing Start Date	07/16/2013
Filing End Date	08/12/2013
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	3241.64
Salary Maximum	4239.82
Position/Program Information	Supervises and instructs a crew of detained minors, adult probationers, or participants of a work release program on a variety of construction, maintenance, and repair work projects.
Essential Job Functions	<p>Trains crew in the proper and safe use and handling of tools, equipment, and materials, and in proper and safe work procedures, work habits, and vehicle operation.</p> <p>Reviews project requests to determine the kind and scope of project, the most expeditious methods to employ to complete project, and the kind and amount of tools, equipment, and materials required.</p> <p>Discusses and explains work project to crew, motivates interest in the projects, inspects work sites for hazards, and explains methods and procedures to be followed in completing projects.</p> <p>Supervises all work-related activities such as taking roll at assembly area, transporting crew to work sites, and conducting daily work and tool orientation.</p> <p>Supervises crew performing a variety of unskilled labors, such as weed eradication, brush clearance, trail maintenance, leveling of slopes, grounds clean-up, interior/exterior painting of County buildings, etc.</p> <p>Assists in providing detailed instruction and training to crews through demonstration in minor construction such as: outdoor toilets, drinking fountains, rock walls, chain link and split rail fencing; making and installing cast concrete benches, installing and repairing water pipes, faucets, and irrigation systems; painting and staining buildings, fences, and picnic tables; planting, fertilizing, potting, and transplanting trees, planting and maintaining bushes, shrubs, and a variety of ground covers; performing clean-up work at parks, golf courses, beaches, and recreation areas, or sandbagging and debris removal in flood areas.</p> <p>Maintains discipline among crew, ensuring each crew member is working to maximum capacity in accordance with individual abilities.</p> <p>Evaluates and maintains records of individual crew members' work performance, behavior, and attitude via computer; consults with and make recommendations to referring staff regarding individual crew members' ratings of performance, need for further training, suitability for work crew, or disciplinary action.</p> <p>Discuss and coordinate work instructions with employees of other County departments,</p>

	<p>outside agencies, and the public, as needed.</p> <p>Operates a two-way radio to seek assistance from program staff or police when necessary.</p> <p>Drives a van to transport crew to and from work sites.</p>
Requirements	<p><u>APPLICATIONS MUST BE FILED ON-LINE. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN-PERSON WILL NOT BE ACCEPTED.</u></p> <p>SELECTION REQUIREMENTS: Three (3) years' experience in one or a combination of the following activities: construction or repair work involving a variety of carpentry, masonry, painting, and plumbing; grounds landscaping or maintenance work; plant or tree nursery work; or tree trimming work. One (1) year of the required experience must have been in leading or supervising a crew of 3 or more in such work.</p>
Physical Class	<p>Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.</p>
License(s) Required	<p>A valid California Class B Driver License is required to perform job-related essential functions. Employees appointed to this class will be required to obtain a California Class B Driver License within 90 days after appointment.</p>
Special Requirement Information	<p>Please ensure the application contains detailed information addressing work experience and duties.</p> <p>License Information: Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.</p>
Examination Content	<p>This examination will consist of two (2) parts:</p> <p>Part I: A written test covering job knowledge, analytical and decision making abilities (including mathematics), written express and reading comprehension weighted 60%. Candidates must achieve a passing score of 70% or higher in order to proceed to Part II of the examination.</p> <p>Part II: An interview covering training, experience, personal fitness and general ability to perform the essential duties of the position weighted 40%.</p> <p>The written test is not reviewable per CSR 7.19.</p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.</p>
Special Information	<p>FINGERPRINTING AND SECURITY CLEARANCE: Employment is subject to security clearance which may include fingerprinting. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification.</p>
Vacancy Information	<p>The current vacancy is located at Marshall Canyon Tree Farm - 6550 Stephens Ranch Rd., La Verne, CA 91750.</p> <p>Upon the vacancy is filled, the resulting eligible list for this examination will be used to fill other vacancies in the Department of Parks and Recreation.</p>
Eligibility Information	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.</p>
Available Shift	<p>Any</p>

**Application and
Filing Information**

APPLICATIONS MUST BE FILED ON-LINE. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN-PERSON WILL NOT BE ACCEPTED.

Go to: <http://hr.lacounty.gov> and click the "Job Search" link

Fill out your application completely . Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during selection process.

INSTRUCTIONS FOR FILING ONLINE:

Applicants must apply online by clicking on the tab above or below this bulletin that reads, **Apply to Job** so you can apply online and track the status of your application and get notified of your progress by mail.

We must receive your application by 5:00 pm, Pacific Time, on the last day of filing.

Note: If you are unable to attach required documents, you may fax them to (213) 386-6620 within five (5) days of filing online or by 5:00pm, PST, on the last day of filing, whichever comes first. **Please include your Name, the Exam Number, and the Exam Title on faxed documents.**

ADDITIONAL INFORMATION REGARDING ONLINE FILING:

SOCIAL SECURITY NUMBER:

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have **clearly** shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Human Resources Office
Department Contact Phone	(213) 738-2995
Department Contact Email	info@parks.lacounty.gov
ADA Coordinator Phone	(213) 738-2970
Teletype Phone	(213) 427-6118
California Relay Services Phone	(800) 735-2922
Job Field	Building Crafts/Facilities Maintenance Recreation
Job Type	Service/Maintenance